

Procedures for Planning and Scheduling Fire Drills

A. PREPARATION

1. Meet with Fire Safety Director and other Designated Evacuation Personnel to:

- a. Review procedures, duties, evacuation routes as outlined in the plan.
- b. Determine who will participate in the drill.
- c. Confirm participants are familiar with the plan.
- d. Establish a date and time for drill that is convenient but assures appropriate participation.

2. Notification and Technical Assistance

- a. Call Physical Plant's Signal Shop's Supervisors at phone # to arrange for a technician to activate the alarm system and reset it after the drill.
- b. Notify fire department/law enforcement of the time and date of the drill.
- c. For assistance in conducting and critiquing the drill, notify at least one week in advance at phone # (optional).

3. Publicize Drill Event to Building Occupants

Approximately three days before the drill post notices in conspicuous locations informing all occupants of the time and date of the drill. Notification via e-mail and other means is also encouraged.

B. DAY BEFORE DRILL

1. Prepare any Special Props for the Drill (optional)

- a. Cardboard flames or balloon for location of fire.
- b. Cardboard smoke barriers to indicate blocked corridors and/or stairways.

2. Confirm Responsibility Roles with Players

- a. Building staff (Fire Safety Director and other Designated Evacuation Personnel).
- b. Physical Plant - to activate the alarm system.
- c. Local fire department, law enforcement or other third party observer (optional).

Conducting, Critiquing and Recording Fire Drills

A. CONDUCTING THE FIRE DRILL

1. Participation

It is recommended that employees train a sufficient number of persons to assist in safe and orderly emergency evacuation of employees. To promote public safety for all faculty, staff, visitors, students, clients, and customers, the State buildings must conduct a fire drill that will include the participation of all the building occupants.

2. Alarm Activation and Evacuation

- a. Special props, if used, should be installed just prior to activating the alarm.
- b. A building wide alarm will be initiated by Physical Plant personnel upon request of the Fire Safety Director. An “all call” announcement indicating that this is a drill will be made prior to activation of the speakers and strobes as follows:

“A building wide fire drill will commence in the next few minutes. This is only a drill but it requires full participation. If you are unfamiliar with fire drill procedures, please ask your colleague or other building occupant”.

- c. Evacuation of all occupants should follow in accordance with established procedures (See Emergency Evacuation Plan).
- d. Designated evacuation personnel must report to their area of responsibility.

B. CRITIQUING THE DRILL

The following should be verified by the Evacuation Wardens and Fire Safety Director:

- Evacuation Wardens and other designated personnel responded to assigned floor or area and performed assigned duties.
- Staff could hear clearly and respond to the alarm and any additional instructions.
- Designated evacuation personnel accounted for missing occupants, guided occupants to safety, completed floor checks and reported to the Fire Safety Director.
- Persons with disabilities were accounted for and helped.
- No one attempted to use elevators for evacuation.
- Occupants reported to nearest stair or exit and proceeded to an evacuation assembly point where applicable.
- Occupants who exited did not reenter prematurely.

C. RECORDING THE DRILL

- The Fire Safety Director will summarize critique comments and initiate appropriate follow-up for items that need improvement.
- The Fire Safety Director will complete and distribute the Fire Drill Evaluation Form (attached).

FIRE DRILL EVALUATION FORM

Building _____ Floor _____ Date _____

Time Drill Initiated _____ Time Drill Completed _____

Yes No N/A

Designated Evacuation Personnel reported to assigned areas and performed duties effectively

Evacuation routes established

Corridors and egress routes clear

Occupants exited using the nearest exit

Doors closed and lights left on

Persons with disabilities assisted and accounted for

Visitors were properly directed

Occupants reported to assigned Assembly Point and accounted for

Staff evacuation orderly and efficient

All exit signs illuminated

Automatic smoke/fire doors self closed/latched

Alarm was audible throughout area

Was All Clear Signaled (Was it audible?)

Did occupants wait for all clear to re-enter?

Comments on all NO marks. Include additional remarks about the drill:

Report Prepared by: _____ Title: _____